

	<b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b>		POLICY AND PROCEDURE NUMBER <b>07.05.010</b>	PAGE  1 of 11
	<b>Policy and Procedure</b>		EFFECTIVE DATE March 15, 2003	
SUBJECT  <b>Adopt-A-Highway Program</b>		SUPERSEDES  07.05.010	DATED  8/15/1991	
TITLE <b>Maintenance &amp; Operations</b>	CHAPTER  <b>Highways</b>	APPROVED BY  <b>Signature on File</b>		

## PURPOSE

To establish a policy and procedure to provide for public involvement in controlling litter and in providing related beautification services along selected sections of State Highway routes.

It is the intention of this procedure to foster public awareness of environmental and maintenance requirements pertaining to State highways. This shall be accomplished by permitting communities and organizations to conduct litter control or similar activities in designated areas. Other eligible activities include flower and grass planting, tree and shrub planting, mowing, and landscaping.

Further, it is the intent of this procedure to provide incentives, assistance, and recognition to groups and organizations who choose to participate in this program.

## POLICY

The department hereby establishes an Adopt-A-Highway Program. This is a program intended to determine public interest and allow for the development of comprehensive procedures.

The program will provide for public involvement in controlling litter and in providing related beautification services along selected sections of State Highway routes. The department will provide incentives, assistance and recognition to groups and participating organizations.

Directors may determine the level of participation based on overall budgetary considerations.

## **PROCEDURE**

### **A. Public Notification and Department Contact:**

This program does not require broad scale public information notices. While the program is open to any interested group or organization, initial contact by the department should only involve those groups which have expressed an interest or volunteered.

Each regional or district office with highway maintenance responsibility should designate a person to respond to inquiries and applications.

### **B. Funding:**

The Regional Directors shall establish an annual expenditure limit for this program.

### **C. Process:**

Proposed highway segment is reviewed by the Regional Traffic Section for safety considerations (accident histories, shoulder widths, sight distance considerations, slope steepness, restricted access, etc.).

Location(s) and scope of other proposed eligible activities (planting, mowing, landscaping) are reviewed by the M&O Director/Chief.

The group's designated representative signs the agreement and guidelines with the department representative.

The agreement is sent to the Regional Director, or delegate, for approval. The agreement is approved and returned to the department representative.

The Director of Maintenance (or designated representative) coordinates activities with the group and with regional maintenance personnel, scheduling of dates and times, scheduling safety meetings (viewing of Adopt-A-Highway Safety video), issuing safety vests and bags, placement of signs, and return of vests and signs.

### **D. Program Guidelines:**

The following guidelines will apply to any organization participation in the Adopt-A-Highway Program:

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The section of a State Highway to be adopted will generally be from one to three miles in length and include both sides of the highway, but can be of any length subject to Department approval.

The adoption period will be for three years, renewable at the request of the organization. When a volunteer group participates in a community clean-up, that time may count as one of their required three years.

Consideration will be given to traffic volumes, types and speeds, and to the geometrics of the highway in selecting appropriate program sites.

The department will coordinate the litter cleanup activities with the adopting organization and monitor the organization's activities relative to safety.

The department will furnish the adopting organization with safety vests, advance warning signs and litter bags.

The department will erect an appropriate sized sign along the adopted highway section to provide recognition to the adopting organization for their participation in the program.

News media coverage will be encouraged to promote the Adopt-A-Highway Program and to recognize participating organizations.

Local community organizations, such as civic, social or school groups, will be eligible to adopt a highway. Corporations, partnerships and sole proprietorships who wish to sponsor a group may do so; however, there will be no business logo or commercial advertising used or displayed by a group or any of its participants.

The department will not enter into an agreement with the office of any elected official, candidate for public office or political action group advocating a particular issue or referendum (e.g., Alaskans for Legalized Gambling, Opponents of Fluoridated Water...). A political party may participate (e.g., Alaskan Republican Party, Democrats of Alaska...) under the condition that no campaign related activities occur during the clean up periods.

## E. Agreement forms:

The attached forms shall be used to communicate and obligate the respective requirements and responsibilities of the department and participating group or organization.

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## **AUTHORITY**

Commissioner's Policy Directive

## **IMPLEMENTATION RESPONSIBILITY**

Director, Engineering and Operations Standards, Regional Directors, Regional Traffic Section, Regional M&O Directors/Chiefs.

## **DISTRIBUTION**

All holders of the DOT/PF Policy and Procedures Manual

## **ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES GUIDELINES FOR CONDUCTING ADOPT-A-HIGHWAY PROGRAM**

\_\_\_\_\_, an organization/group of individuals requesting to adopt a section of highway for litter control or other services agrees to comply with the following guidelines governing the Adopt-A-Highway Program:

All litter pickup activities will be restricted to the areas of the right of way, outside the pavement and shoulder areas.

Litter pickup will be accomplished in the median area of multi-lane or freeway type roadways only with the approval of the Maintenance and Operations Director/Chief.

No person under the age of 11 years will be permitted to pick up litter within the highway right of way. All persons between the ages of 11 and 18 must be accompanied by at least one adult per 5 persons under age 18.

Each organization shall designate a "Contact/Safety Representative" who will arrange to meet with a department representative prior to the first scheduled litter pickup and at least annually thereafter. Organizations in rural areas may or may not hold annual meetings. The representative will be responsible for safety meetings, and for obtaining and returning vests and signs.

A safety meeting will be conducted immediately prior to each scheduled litter pickup. The department will assist the adopting organization in planning the meeting. In this meeting, the workers should be apprised of the hazardous nature of the work which they will be performing.

No litter pickup will be performed unless the adopting organization has displayed the appropriate advance warning signs. (DOT&PF will furnish the appropriate signs.)

All persons engaged in litter pickup on the right of way will wear an appropriate safety vest. (DOT&PF will furnish the appropriate safety vest.)

The group shall obtain required vests and bags from the department during regular business hours.

Vests and unused bags furnished by the department shall be returned to the department within one week following a cleanup.

The adopting organization shall dispose of all bagged litter into appropriate receptacles.

The adopting organization will provide all plants, seed, fertilizer, etc. needed to perform any special projects that would be included in the scope of other eligible activities (planting, landscaping).

The adopting organization will support activities which will influence and encourage the public to improve roadside appearance.

The adopting organization will promote the activities of the organization through media attention.

It is further understood by \_\_\_\_\_  
that the Alaska Department of Transportation and Public Facilities will:

Erect identification sign on each end of the adopted highway section to recognize the adopting organization's activities and efforts.

Furnish a set of appropriate advance warning signs (to be set up and maintained during litter pickup activities by the adopting organization).

Furnish appropriate safety vests for all persons involved in litter pickup for the adopting organization.

Furnish all litter bags needed by the adopting organization.

Meet with Contact/Safety Representatives prior to the first scheduled pickup and at least once annually thereafter.

If at the end of a one year period it is determined that the adopting organization has not conducted a cleanup activity, the department may cancel its agreement and remove the signs.

Subject: Adopt-A-Highway Agreement you requested.

RE: Adopt-A-Highway

Dear Sir/Madam,

It is gratifying to hear from people that want to get involved in this worthwhile program. The information regarding the Adopt-a-Highway program which includes a contract (with a minimum of 3 years, 1 mile, 3 clean-ups) and a list of contact phone numbers is attached.

Please review the contract and the guidelines for the program. If you agree with the guidelines, fill in the agreement and return it to your local Adopt-A-Highway Coordinator. (Please clarify the name of your group that you want used on the roadway sign.) After the area you have selected has been approved as a safe area for pedestrian travel, you will receive a welcome letter and a signed copy of the agreement.

Please note in the enclosed information that an initial safety meeting is required between your group and a representative from the Department of Transportation. This meeting usually comes in the form of a short video that can be shown at your convenience to everyone involved in the clean-up. This will be arranged after the agreement has been signed by all parties. Permanent highway signs are usually ordered and placed along the roadway after your initial clean-up.

Thank you for your interest in keeping our highways litter free.

Sincerely,

Your Adopt-A-Highway Coordinator

Enclosure